

## **Directions for Using Online License Renewals**

### General

- Renewing your license by Internet is quick and easy. You can access the online renewal process 24 hours a day, 7 days a week, with a \$3.00 Accela processing fee, per license.

**Please Note:** You can use this service if:

- No information has changed. **No information may be changed through the online renewal process. If changes are required you must submit the appropriate paper work with the appropriate division.**
- You have a valid Visa or Master Card

Sign on to the VelocityHall web site by:

- accessing the Michigan Department of Energy, Labor and Economic Growths' web site at <http://www.michigan.gov/bccrenewals>

Scroll down and select License Searching – Renewal Payments

**PLEASE NOTE: REFERENCES TO “PERMIT” MEANS “LICENSE” IN THIS APPLICATION**

### **First Time Users**

**REMINDER: If you are changing any information that appears on your renewal application YOU CANNOT renew your license online. YOU ARE required to submit all changes in writing on your renewal application and mail to the appropriate division.**

Select *License Searching – Renewal Payments*

- Register by selecting ***Register Here***. Complete the entire form (**for business name re-enter your name**), select Proceed
- Read Privacy Statement, select Proceed
- Read Terms and Conditions, select I Agree or I Disagree
- Review Registration Confirmation Page, select Proceed

License Number (screen 1)

- Enter your license number
- Enter your license type – Select from drop down list
- Select Add (if you have additional licenses continue using the Add function)
- Select Continue

License Number (screen 2)

- Select Continue

Check/Research a (Permit) License

- Under the column heading Look up Permits/Projects, Select (highlighted) “By License Number”

## Directions for Using Online License Renewals

### Look up (Permits) License By License Number

- If you hold more than one license, use the drop down to select the appropriate license
- DO NOT enter any dates
- Select Search

### License: (number)

- Under the column heading “Permit #” Select the license number in blue to continue

### Detail

- Select Online Payment
- Select Continue

### Step 1 of 3: Review (Permit) License Information

- If everything is correct select Process Permit

### Step 2 of 3: Payment

- Complete required fields
- Select Submit

### Step 3 of 3: Payment Confirmation

- Select View printable **receipt** (**Note:** This is not your license. Licenses renewed online will be printed the next business day and mailed to the address on the license. **It may take up to 7 business days to receive your license by mail**)

## Registered users

**REMINDER: If you are changing any information that appears on your renewal application YOU CANNOT renew your license online. YOU ARE required to submit all changes in writing on your renewal application and mail to the appropriate division.**

### Select *License Searching – Renewal Payments*

Login using your e-mail address and password

### License Number (screen 1)

- Select Continue
- Select Add (if you have additional licenses continue using the Add function)
- Select Continue

### License Number (screen 2)

- Select Continue

### Check/Research a (Permit) License

- Under the column heading Look up Permits/Projects, Select (highlighted) “By License Number”

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If you are renewing more than one license, press the Home link at the top left of the screen and begin the process for the next license (you are still logged on).